



Department of Public Works
Administration

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CITY OF MILWAUKEE
DEPARTMENT OF PUBLIC WORKS

VACATION POLICY CLARIFICATIONS

REVISED DATE: MAY 22, 2012

DISREGARD POLICY DATED: FEBRUARY 10, 2012

Chapter 350 of the Milwaukee Code of Ordinances provides guidelines on vacation and how this benefit is to be administered. The Chapter provides information on negative vacation balances.

This policy is intended to provide guidance as to how/when negative vacation balances may be permitted.

1. Employees will not be permitted to use more vacation than they are estimated to earn in a year, subject to management discretion.
2. Requests for vacation where no “vacation balance” exists will be evaluated on a case-by – case basis. If an employee has a “Compensatory Time Off” balance that balance must be used before “negative vacation” will be permitted. Transitional Vacation Account balances may be preserved by employees making “negative vacation” requests.

NOTE: This document is intended as a “guideline” as to how the Vacation benefit will be administered. Management reserves the right to make decisions that may deviate from these guidelines as necessary on a case-by-case or division-by-division basis. In addition, management reserves the right to make changes to these guidelines as needed. Every attempt will be made to notify employees in advance of any changes to these guidelines.